

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER		
Facilities Management		
POLICY AND PROCEDURES		
SUBJECT:	FACILITIES MANAGEMENT SHOPS	Policy No.: 301
Reviewed: August 2020	Supersedes: July 2020	Page 1 of: 1

POLICY

All services and repairs are to be made using the plans, specifications, instruction manuals and parts list furnished by the contractors and/or manufacturers that are available in the shops. All work is done to comply with existing mechanical and safety codes. Shop supervisors are responsible for daily shop operations, meetings, work orders distribution, job estimates, daily timesheets and training.

PT:gg

Approved: _____

